

HOUSING PROGRAMS MANAGER - ENERGY

APPLICATION DEADLINE IS TUESDAY, APRIL 5, 2016 AT 11:59PM

Division: Community Programs
Reports to: Director of Community Programs
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: 35
Monthly Salary Range Minimum: \$4,050
FLSA Classification: Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Oversees administration and implementation of the federally-funded, statewide Weatherization Assistance Program (WAP), the Low Income Home Energy Assistance Program (LIHEAP) and other federal or state programs as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Directly supervises staff; interviews, hires, and trains employees; makes assignments and monitors work; develops employee skills and encourages growth and development; reviews and evaluates employee performance; addresses workplace issues and provides guidance, coaching, and disciplinary measures for staff; addresses personnel issues in conjunction with appropriate leadership and the Human Resources division.
- Evaluates federal requirements and priorities and implements program policies and processes in conformance with regulations and state goals; reviews statutory and regulatory changes and recommended policy clarifications with Director.
- Supervises development of the state's plans to implement WAP and LIHEAP and preparation of the federal applications for both federal resources.
- Manages implementation of State funded housing programs and other housing initiatives as assigned.
- Oversees preparation of contracts with grantees and vendors.
- Reviews grantee pay requests.
- Supervises compliance monitoring of WAP and LIHEAP grantees and implementation of actions resulting from compliance reviews.
- Communicates with federal agencies with program oversight responsibilities on program implementation issues.
- Prepares policy documents for WAP and LIHEAP, and communicates changes and clarifications to grantees.
- Ensures the collection and reporting of required performance data.
- Communicates program availability and effectiveness to federal, state and local partners and promotes home energy efficiency to low and moderate income consumers.
- Monitors program financial performance and collaborates internally to effectively use all federal resources in conformance with federal expenditure requirements.
- Ensures the provision of appropriate technical assistance to grantees, including workshops, training opportunities and program materials.
- Identifies needs, recommends improvements, and collaborates internally to use technology to improve process efficiency for both THDA staff and grantees.

- Identifies opportunities and recommends implementation of initiatives or partnerships that foster improved energy efficiency of homes and that provide costs savings to consumers.
- Researches specific policy issues and provide related recommendations to Director.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Bachelor's degree.
- Two years of management experience with increasing levels of responsibility.
- One year of experience in the administration of WAP and/or LIHEAP and/or federal grants management.
- Experience working in a federal, state, or local grant program.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Ability to effectively manage staff.
- Ability to plan and direct the work of others.
- Knowledge of U. S. Department of Energy data systems, including Performance and Accountability for Grants in Energy system (PAGE); U.S. Department of Health and Human Services data systems, including the On-Line Data Collection system (OLDC); and the State Accent data system.
- Knowledge of National Energy Audit Tool (NEAT) and Manufactured Home Energy Audit (MHEA).
- Ability to exercise good judgment in evaluating situations and making decisions.
- Capacity to effectively work independently with limited direct supervision and to work cooperatively within a team setting.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Maintains credibility through sincerity, honesty, and discretion.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Occasional in-state and out-of-state travel (approximately 10%).
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE INSTRUCTIONS

Housing Programs Manager – Energy (Manager 3)

Page 2 of 3

3/23/2016 by Annette Rader

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION